



NUCB Undergraduate School



# APPLICATION GUIDE 2024

**GLOBAL BBA**

SPRING & AUTUMN 2024  
ENROLLMENT



# CRITERIA FOR ADMISSION

Spring 2024 Autumn 2024

NUCB Undergraduate School seeks to admit students, irrespective of nationality, who demonstrate academic excellence and personal growth potential. Our university is committed to educating innovative and ethical leaders who embody the 'Frontier Spirit' by encouraging independent and creative thinking. To achieve this, we employ a holistic approach to admissions, seeking students who can thrive in our active learning environment that utilizes the case teaching method. We value diversity in educational and cultural backgrounds, as it brings fresh perspectives and innovative ideas to our student community. We believe that a diverse student body fosters an environment where pioneering ideas can flourish.

**Academic and Personal Drive:** We are looking for individuals who are committed to academic excellence and personal growth. Our university provides a platform for students to challenge themselves and reach their full potential.

**Independent and Creative Thinking:** We value students who can think critically and outside the box. Our goal is to nurture individuals who can approach problems from different angles and develop innovative solutions.

**Holistic Criteria:** Our admissions process considers various factors beyond academic achievements, such as extracurricular involvement, leadership potential, and personal qualities. We believe in identifying well-rounded individuals who can contribute positively to our university community.

**Active Learning Environment:** NUCB Undergraduate School adopts the case teaching method, which emphasizes active participation and practical application of knowledge. We seek students who are eager to engage in discussions, collaborate with peers, and apply their learning to real-world scenarios.

**Cultural and Educational Diversity:** We encourage applications from candidates with diverse educational and cultural backgrounds. This diversity enriches the learning experience and encourages the exploration of different perspectives.

## ADMISSIONS POLICY

At NUCB Undergraduate School, we seek applicants who possess the following qualities:

- Those who have completed a high school curriculum and acquired the logical thinking and communication skills required for higher education.
- Those who have acquired the thinking, judgment, and expressiveness to solve problems for which no single answer can be determined.
- Those who are able to respect others and accept various points of view and values, with an attitude to take initiative to learn in diverse environments and have a broad perspective to play an active role in the international community.

## CASE METHOD

Prospective students are required to review the teaching methodology used at NUCB Undergraduate school before applying to the Global BBA Program. The case method, which forms the core of the academic experience, emphasizes learning by doing and aims to equip students with the skills necessary for strategic decision-making in real-world business scenarios. Through active participation in dynamic learning classes, students contribute their own ideas and engage in case discussions, allowing them to work on complex problems and develop effective listening, response, and public speaking skills. If you are driven by active participation and enjoy the excitement of problem-solving, the NUCB Global BBA program is an excellent choice for you.

## ROADMAP TO ENROLLMENT

- STEP 1** ● **ONLINE APPLICATION**  
Confirm your eligibility in the application guide, then complete the online application by paying the application fee.
- STEP 2** ● **UPLOAD DOCUMENTS**  
Submit digital copies of required documents through the online submission portal.
- STEP 3** ● **ISSUE INTERVIEW INFORMATION**  
Candidates who pass the document screening will be invited to an online interview.
- STEP 4** ● **ADMISSION RESULT**  
Notification will be sent via **E-mail** to all applicants.
- STEP 5** ● **ENROLLMENT PROCEDURES**  
Enrolling students must send certified copies of their uploaded application documents to NUCB by **post**. Please retain all documents submitted during the application process. Failure to provide consistent documents or inability to submit the necessary documents after acceptance may result in the revocation of your admission to NUCB. Admitted applicants must adhere to the specified deadlines by completing all enrollment procedure payments and submitting the required documents. Please refer to the Admissions Procedure for detailed information. Late submission of required enrollment payments and documents will not be accepted.

## FRONTIER SPIRIT

The NUCB Frontier Spirit represents the core values and guiding principles upheld by the NUCB Undergraduate School. It is an ethos that underpins the institution's educational philosophy and the development of its students. Frontier Spirit refers to our mission to create leaders rather than followers, to grow young persons who think creatively and independently, and to impart to students the skills and qualities that they will need to become pioneers in the future.

The NUCB Frontier Spirit is characterized by a proactive and enterprising mindset, a readiness to explore uncharted territories, and a determination to overcome challenges. It encompasses a pioneering spirit, a thirst for knowledge, and a drive for continuous improvement. Students who embrace the NUCB Frontier Spirit exhibit qualities such as ambition, resilience, creativity, and a willingness to take calculated risks. They are encouraged to push boundaries, think critically, and actively seek innovative solutions to complex problems. Through the integration of the case method and dynamic learning classes, NUCB aims to instill the Frontier Spirit within its students, equipping them with the necessary skills and mindset to thrive in the global business arena.

## Important Notes on Applications

1. Under no circumstances can we accept incomplete applications, late applications, or applications that are not accompanied by full payment of the prescribed application fee by the corresponding deadline. Furthermore, supplemental application materials will not be accepted after the end of the application period except when special permission has been granted. Therefore, you should make sure you have prepared all the required documentation before submitting your application.
2. NUCB does not notify applicants about missing or incomplete application parts; it is the applicant's responsibility to complete the application by the given deadline.
3. The following policy applies in the event that information provided in the application or the individual eligibility review is discovered to be incorrect or fraudulent, regardless of the reason:
  - A. While the applicant is in the application or screening process: The applicant will be deemed to be ineligible for the Global BBA Program, and the application fee will not be refunded.
  - B. After the applicant has been accepted for enrollment: The applicant's acceptance for enrollment will be revoked, and the application fee he/she has paid will not be refunded.
  - C. After the applicant has enrolled in the Global BBA Program: The applicant will be expelled from the program, and neither the application fee nor the required academic fees and expenses he/she has paid will be refunded.
4. Expected Graduation from High School: If you have an "expected graduation from high school" status, it is mandatory to graduate before the university orientation. Failure to do so will result in enrollment cancellation.

## APPLICATION ELIGIBILITY

You must fulfill both Requirement 1 and Requirement 2:

### Requirement 1: Educational Qualifications

- You must have graduated or be scheduled to graduate from a high school (or secondary school) determined by the Japanese School Education Act or have an academic background equivalent to one of the following educational criteria by the time of enrollment to NUCB.
- Applicants must meet one of the following criteria before the enrollment date at NUCB. Meeting the qualifications does not guarantee admission. For most applicants, this means you must have:

#### 1. Completed a 12-year standard education curriculum at an educational institution.

If you will not complete a 12-year standard education curriculum, you must have an academic background equivalent to one of the following educational criteria by the time of enrollment\* to NUCB:

2. Completed a standard overseas education curriculum at an educational institution in Japan designated by the Japanese Ministry of Education, Culture, Sports, Science, and Technology (MEXT).
3. Completed an upper secondary course at a special training college designated by MEXT.
4. Completed a standard education curriculum in less than 12 years at an overseas institution and have completed a curriculum at a preparatory education institution designated by MEXT or at an educational center designated by MEXT.
5. Received an International Baccalaureate Diploma, Abitur, Baccalaureate Diploma, or GCE A-Level results.
6. Completed a 12-year standard education curriculum accredited by an international evaluation group (WASC, CIS, ACSE).
7. Be at least 18 years of age and have passed an official examination that shows academic background equivalent or superior to that obtained from a 12-year standard education curriculum.
8. Be at least 18 years of age and have been recognized through an individual screening by NUCB as having an academic background equivalent to or higher than a high school graduate (having received a GED).
9. Completed a standard education curriculum equivalent to at least 11 years at an educational institution designated by MEXT or be expected to do so by the date of enrollment should the standard education curriculum of your country or region not exceed 11 years (applicable as of April 1, 2023: standard education curricula in Belarus, Myanmar, Peru, Russia, Sudan, Ukraine, and Uzbekistan).

At the time of application, you must submit documents online proving that you will meet one of the above educational criteria by the time of enrollment to NUCB. After receiving your final results, you must submit further documentation by post proving that you have successfully met the required educational criteria in order to enroll at NUCB. Failure to submit such documentation in a timely manner may result in your acceptance to NUCB being revoked. If you possess an academic background other than those listed above, you may confirm further details via the Inquiry Form here: <https://www.nucba.ac.jp/en/contact/>

### Additional Information

Applicants who have completed a 12-year (or longer) school curriculum in less than 12 years due to valid reasons (e.g., grade skipping) are considered to have fulfilled the stated requirements. To verify eligibility, applicants must submit an official document that explains the reasons for their early completion. Additionally, individuals who have successfully passed an examination demonstrating academic proficiency equivalent to 12 years of formal education, such as the GED (General Educational Development) test or another recognized high school equivalency exam, are eligible to apply.

## TRANSFER ADMISSIONS

NUCB accepts transfer students from students residing in Japan and outside of Japan to transfer into the second or third year of a four-year program. Please refer to the website for further information.  
<https://www.nucba.ac.jp/en/admission/schedule/>

## Requirement 2: Language Proficiency

TOEFL iBT®	IELTS Academic Module	Duolingo English Test DET	TOEIC® L&R Test	PTE Academic	EIKEN
61	5.5 (Overall Band)	90	700	50	Grade pre-1

- Tests must be taken within 2 years from the date of application.
- Typically students within the range of TOEFL iBT 80-100 or IELTS 6.0-7.0.
- For a comprehensive list of accepted English qualifications for the Global BBA Program, including the test waiver form, please refer here: <https://www.nucba.ac.jp/en/download/>
- TOEFL must be sent via ETS. The institution code of NUCB is B407.

English-basis applicants are not required to submit an English proficiency test score if:

- Completed or will complete your 12th year of formal education in Antigua and Barbuda, Australia, the Bahamas, Barbados, Canada (excluding Quebec), Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, Singapore, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or the USA.
- Taken or will take your most recent 3 years of formal education before enrolling at NUCB in the English language in a country other than those listed above and submit a letter from your school stating that you have taken all of your subjects in English for the past 3 years (Complete Test Score Waiver Request Form).
- Received or will receive an International Baccalaureate Diploma with English as the language of instruction.
- Graduated from a bachelor's degree program or master's degree program that was conducted entirely in English.
- You have received one of the following standardized test scores: New SAT (Evidence-Based Reading and Writing): 540 and above • ACT: 21 and above

## EVALUATION

Residents in Japan: Document Screening • Online Interview  
Residents outside of Japan: Document Screening • Online Interview

NUCB conducts a holistic overview of a candidate in respect to admissions. Therefore, there are no minimum requirements or specific courses to be taken. Those that have taken university admissions qualifications such as IB, SAT, AP etc, will be used alongside other exam results and credentials, to evaluate applicants in our university admissions process.

- SAT Code: **7693**
- AP / ACT Code: **4627**
- IB Code: **038743**

## TUITION & FEES

Application Fee: 20,000 JPY  
4-Year Total Tuition: 4,865,000 JPY (Includes 270,000 JPY entrance fee)

Students accepted to the program are required to pay the first semester's fee as well as the entrance fee to secure their place.

Spring Entrants: Payment 1: 270,000 JPY + Payment 2: 600,500 JPY = 870,500 JPY  
Autumn Entrants: Payment 1: 270,000 JPY + Payment 2: 592,000 JPY = 862,000 JPY

A full breakdown of tuition and fees can be found here:  
<https://www.nucba.ac.jp/en/support/>  
Fees are subject to change.

Students may request a refund of fees paid at the time of enrollment for admissions; however, this refund is only applicable if the students submit the necessary documents to NUCB. The entrance fee of 270,000 JPY is non-refundable under any circumstance and cannot be reimbursed.

## SCHOLARSHIPS & TUITION REDUCTION

We support academically outstanding students with more than 20 kinds of unique Scholarships. Pre-admission scholarships are announced together with the letter of acceptance before any financial commitment. There are tuition reduction scholarships up to 900,000 JPY per year. The minimum pre-admission scholarship is a MacBook Air.

There are various other scholarships available such as International Baccalaureate (IBDP), International Dormitories rent discount, flights for study abroad programs, and JASSO Honors. More information can be found here:  
<https://www.nucba.ac.jp/en/scholarship/>

# APPLICATION SCHEDULE

Stages of application are windows where your complete application must be received. Each stage is given equal consideration.

## ADMISSION SPRING 2024

Stage	Application Period	Interview	Admission Result	Payment 1 Deadline	Payment 2 Deadline
1	2023 Jun 05 ~ Jun 16	2023 Jun 19 ~ Jun 30	2023 Jul 03 ~ Jul 14	2023 Aug 04	2023 Sep 01
2	2023 Jul 10 ~ Jul 21	2023 Jul 24 ~ Aug 04	2023 Aug 07 ~ Aug 18	2023 Sep 22	2023 Oct 20
3	2023 Sep 04 ~ Sep 15	2023 Sep 18 ~ Sep 29	2023 Oct 02 ~ Oct 13	2023 Nov 10	2023 Dec 08
4	2023 Oct 09 ~ Oct 20	2023 Oct 23 ~ Nov 03	2023 Nov 06 ~ Nov 17	2023 Dec 15	2024 Jan 05
5	2023 Nov 6 ~ Nov 17	2023 Nov 20 ~ Dec 01	2023 Dec 04 ~ Dec 15	2024 Jan 12	2024 Jan 26
6	2023 Nov 27 ~ Dec 08	2023 Dec 11 ~ Dec 22	2023 Dec 25 ~ 2024 Jan 12	2024 Feb 02	2024 Feb 16
7*	2024 Jan 15 ~ Feb 02	2024 Jan 29 ~ Feb 16	2024 Feb 12 ~ Mar 01	2024 Mar 15	

## ADMISSION AUTUMN 2024

Stage	Application Period	Interview	Admission Result	Payment 1 Deadline	Payment 2 Deadline
1	2023 Oct 9 ~ Oct 20	2023 Oct 23 ~ Nov 03	2023 Nov 06 ~ Nov 17	2023 Dec 15	2024 Jan 05
2	2023 Nov 06 ~ Nov 17	2023 Nov 20 ~ Dec 01	2023 Dec 04 ~ Dec 15	2024 Jan 12	2024 Feb 16
3	2023 Nov 27 ~ Dec 08	2023 Dec 11 ~ Dec 22	2023 Dec 25 ~ 2024 Jan 12	2024 Feb 09	2024 Mar 08
4	2024 Jan 15 ~ Jan 26	2024 Jan 29 ~ Feb 09	2024 Feb 12 ~ Feb 23	2024 Mar 22	2024 Apr 19
5	2024 Feb 05 ~ Feb 16	2024 Feb 19 ~ Mar 01	2024 Mar 04 ~ Mar 15	2024 Apr 12	2024 May 10
6	2024 Mar 04 ~ Mar 15	2024 Mar 18 ~ Mar 29	2024 Apr 01 ~ Apr 12	2024 May 10	2024 Jun 07
7	2024 Apr 01 ~ Apr 12	2024 Apr 15 ~ Apr 26	2024 Apr 29 ~ May 10	2024 Jun 07	2024 Jun 28
8	2024 May 13 ~ May 24	2024 May 27 ~ Jun 07	2024 Jun 10 ~ Jun 21	2024 Jul 05	
9*	2024 Jun 10 ~ Jul 05	2024 Jun 24 ~ Jul 19	2024 Jul 01 ~ Jul 26	2024 Aug 02	

\*Domestic applicants only • Those that hold a valid residence status for Japan

Notification of interview will be sent via E-mail only. The admission result will be sent to all applicants by E-mail. We will not disclose the results of an application by telephone or fax.

### Important Notes Regarding Applications

- The University will check application documents after each application deadline and contact applicants by E-mail. It is the applicant's responsibility to regularly check E-mail communication and respond in a timely manner. Please check your E-mail filters and enable settings to be able to receive E-mail from "@nucba.ac.jp"
- Details of the interview, such as the interview method, venue, date, and time, will be determined by the University and notified by E-mail to the applicant.
- Applicants cannot choose the interview method, venue, date or time.
- Applicants do not need to come to NUCB for the interview.
- The University will not bear any responsibility for the cost incurred due to the change of interview date.
- If any changes are made to the interview arrangements, the University will inform the applicants by phone and/or by E-mail.
- Unless specified otherwise, all times and dates in the Application Schedule are in Japan Standard Time (JST, UTC+09).
- All application material must be uploaded by 23:59 (Japan Standard Time) on the day of the application deadline.
- Application fee is non-refundable.

# APPLICATION PROCEDURE

## 1. Online Application & Application Fee

<http://www.nucba.ac.jp/nete>

Please complete the online application and pay the application fee of 20,000 JPY + 500 JPY Transaction Fee. If you do not have access to a credit card please contact the admissions office regarding bank transfers.

## 2. Letter of Recommendation

As part of the application process, it is your responsibility to obtain a letter of recommendation from either your last educational institution or a supervisor from your previous workplace or internship. Please refer here for the template. <https://www.nucba.ac.jp/en/download>

We highly encourage you to utilize the provided form for your recommendation letter, as it ensures that all necessary information is included in a standardized format. However, if there are specific details or circumstances that you believe can only be effectively conveyed through an additional letter, you may submit it along with your application materials.

## 3. Document Proving English Proficiency

You must meet the English language proficiency requirements. Certain applicants may be exempt from having to submit a language proficiency test score. Refer to page 2 for more details.

If you have evidence of English proficiency from tests other than indicated in the full list of accepted scores, please contact the International Admissions Office by E-mail two weeks prior to the beginning day for accepting applications.

## 4. Academic Transcripts & Standardized Tests

If you have not yet graduated from high school, upload your most recent academic transcripts covering a period of at least two years. The transcripts must be issued within two months of the date of your application submission.

If you have already graduated from high school, upload the last three years of your most recent academic transcripts. If you have been enrolled in university or another higher education institution for over one year at the time of application, also upload the academic transcripts from your study at that institution.

If transcripts are not in English or Japanese, please provide a certified translation of the documents. Please submit standardized tests if you have taken them.

## 5. Certificate of Graduation • Expected Graduation

If you have not yet graduated from high school, upload a document that states the details of your expected graduation date. If you have graduated from high school, upload a copy of your high school graduation certificate. If you have already graduated from a university or another higher education institution at the time of application, upload a copy of your graduation certificate from the school.

## 6. Application Essays

Essays play a critical role in evaluating your candidacy for our university. Each essay question presents an opportunity for us to gain deeper insights into your unique qualities and motivations. Plagiarism, including any content generated by Chat GPT, is strictly prohibited and will result in the failure of your application.

You must answer all three questions. Each answer should be limited to one page.

1. Explain your reasons for applying to our program, highlighting any specific courses or professors that have captured your interest.
2. Reflect upon a past experience where you assumed an active leadership role that aligns with the NUCB school motto, "Frontier Spirit." Describe the situation in detail, highlighting your responsibilities, actions, and the impact you made as a leader.
3. Identify a business leader whom you admire and provide a comprehensive description of their qualities, characteristics, and achievements. Share their name and explain why they serve as a role model for you.

## 7. Copy of passport

If you have a valid passport, upload a digital copy of the information page showing your name, photograph, and passport number. If you have previously entered Japan, also submit a copy of your passport pages with the immigration stamps showing your most recent arrival to and departure from Japan. You are still eligible to apply if you do not have a valid passport.

## 8. Proof of Finances

You must submit proof of your financial resources along with your application materials. This may include bank statements, tax documents indicating annual income, or any other relevant financial holdings. These documents serve to verify your ability to fund your education and ensure that you can meet the financial obligations associated with your studies.

## 9. Photograph

Upload a photograph of yourself taken within the past three months, showing a front view above chest level with a plain background. Caps and hats are not allowed.

## 10. Residence Card

Applicable only to applicants who currently hold a valid Japanese status of residence.

## ※ Academic Honors & Extracurricular Activities

If you have received any academic honors or actively participated in extracurricular activities such as student council, volunteer work, sports competitions, or other notable achievements, you can submit relevant certificates as supplementary information along with your application. These certificates serve as supporting documentation to showcase your accomplishments and involvement beyond academic achievements.

## FAQ

Please refer to our FAQ here for further information.





## AICHI PREFECTURE

Known as the home of Toyota, Aichi also offers samurai history, unique local foods, great nightlife, rustic beauty and distinctive arts and crafts.



### ■ CAMPUS

4-4 Sagamine, Komenoki-Cho  
Nisshin-shi, Aichi,  
470-0193 Japan



## CONTACT US

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